

THE CITY OF PROVIDENCE  
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

# RESOLUTION OF THE CITY COUNCIL

No. 78

EFFECTIVE ~~APPROVED~~ February 25, 2013

RESOLVED, That the Members of the Providence City Council  
hereby Authorize Approval of the following sole source contract award by the  
Board of Contract and Supply, in accordance with Section  
21-26 of the Code of Ordinances.

Susan L. Hawksley


\$133,120.00

IN CITY COUNCIL

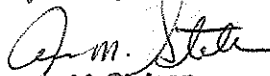
FEB 13 2013

READ AND PASSED

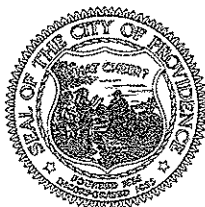
  
PRES.

  
CLERK

Effective without the  
Mayor's Signature

  
Anna M. Stetson  
City Clerk

**MATTHEW M. CLARKIN, JR.**  
INTERNAL AUDITOR  
25 DORRANCE STREET, ROOM #307  
PROVIDENCE, RI 02903  
Phone: (401) 421-7740 EXT. 577  
Fax: (401) 351-1056  
mclarkin@providenceri.com



## City of Providence, Rhode Island Office of the Internal Auditor

December 13, 2012

Ms. Anna Stetson  
City Clerk  
City of Providence  
25 Dorrance Street  
Providence, RI 02903

Dear Madame Clerk:

In accordance with Section 21-26 of the City's Code of Ordinances, I am writing to request that the following requested contract awards be submitted to the City Council and the Ways & Means Committee for approval.

- Sole source contract award by the Fire Department to Susan L. Hawksley in an amount not to exceed \$133,120

If you have any questions or concerns regarding any of these items, please contact me. Thank you for your consideration with this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew M. Clarkin, Jr.", is written over a horizontal line.

Matthew M. Clarkin, Jr.  
Internal Auditor

Cc: Alan Sepe, Director of Public Property  
Acting Fire Chief Michael Dillon  
Gina Costa, Admin Asst Fiscal Affairs PS

MICHAEL J. DILLON  
Acting Chief of Department

PAUL THOMAS  
Acting Assistant Chief  
of Department



ANGEL TAVERAS  
MAYOR

STEVEN M. PARE  
Commissioner of  
Public Safety

Department of Public Safety, Fire Department  
"Building Pride in Providence"

December 10, 2012

The Honorable Angel Taveras  
Chairman, Board of Contract & Supply  
City Hall  
Providence, RI 02903

Dear Mayor Taveras:

The **Fire Department** respectfully requests to engage **Susan L. Hawksley, 32 Barber Avenue, Warwick RI 02886-5202** to assist the Fire Prevention Bureau as a Fire Prevention Inspector and Plan Reviewer.

This two year agreement will be for a total cost of up to \$133,120.00. Her payments will be based on \$32.00 per hour and paid on a biweekly basis. The following schedule represents the amount to be committed each fiscal year over the two year contract:

FY13	January 2, 2013 – June 30, 2013	\$33,280.00
FY14	July 1, 2013 – June 30, 2014	\$66,560.00
FY15	July 1, 2014 – December 31, 2014	\$33,280.00

Funds in the amount of \$133,120.00 are available in fund 665-665-53500.

Attached is a copy of her qualifications for your review.

Respectfully submitted,

Acting Chief Michael Dillon  
Chief of Department

Finance Approval \_\_\_\_\_

Enc.

SUSAN L. HAWKSLEY  
32 Barber Avenue  
Warwick, RI 02886-5202  
Phone 401-732-9805 (H) 413-8424 (C)  
E-Mail: [SHawksley@aol.com](mailto:SHawksley@aol.com)

#### **SUMMARY OF DUTIES IN PRESENT POSITION**

##### **Fire Safety Specialist – Brown University (consisting of 143 acres and 247 buildings)**

The Fire Safety Specialist's primary responsibility is to provide education to staff and students on matters relating to the fire code and the University's Emergency Response Plan. This requires quality presentation skills. The secondary responsibility is to review plans and procedures, as submitted to the office, to ensure compliance with R.I. State Law relating to the fire code. The Specialist is expected to anticipate, recognize, and evaluate probable fire safety hazards. The Specialist must be able to work in a team setting, as interaction with various other departments to minimize fire and safety risks is paramount. The Specialist also works with increasing independence, but in tandem with the Fire Safety Officer.

#### **SUMMARY OF DUTIES IN MOST RELEVANT POSITION**

##### **Fire Marshal - Towns of East Greenwich (retired) and Exeter (present part time position)**

The position of Fire Marshal is a local public official with high visibility. The Marshal works with little supervision, is required to supervise other personnel, and answers directly to the Chief of Department. The ability to work seamlessly with other municipal departments and the public is of utmost importance. Position requires a high degree of familiarity with legal codes. Facility with written and spoken word is of greatest importance. Investigates, documents, and prepares written reports for all construction accidents and citizen complaints within the District.

Promotes fire prevention & safety through Public Education for all ages. Required to prepare PowerPoint presentations, and be an effective public speaker for ages 2 through 82.

Enforces compliance with Rhode Island fire prevention laws through written Plan Reviews after reviewing construction documents. Conducts thorough inspections on all new & rehabilitated buildings to ensure compliance based on plan review. Ensure the continued safety of citizens through annual fire safety inspections with associated documentation through legal prosecution.

Quality control Officer for the National Fire Incident Reporting System (NFIRS) program, which requires extreme attention to detail.

Investigates the origin and cause of all fires within the community (East Greenwich only).

Performs assigned function during non-fire emergency situations as assigned by Command in the National Incident Management System.

#### **EDUCATION**

2010: Community College of R.I., Warwick, RI –*Emergency Management* certificate

2004 – 2005: University of Rhode Island, Kingston, R.I.

Certificate of Completion, *Criminal Investigation: Scientific Evidence I & II*  
(taught by State of R.I. State Crime Laboratory personnel)

1997 – 2002: Providence College, Providence, RI: *Bachelor of Fire Science* with g.p.a. of 3.63

1977 – 1996: Roger Williams College, Bristol, RI *Bachelor of Science in*

*Paralegal Studies w/Business Minor (1991-1996)*

*Associate of Science in Criminal Justice (1977-1979)*

1979 – 1981: Rhode Island Junior College, Warwick, RI: *Associate of Arts: Concentration in Social Work*

#### **PROFESSIONAL EXPERIENCE**

2010 - Present: Exeter #1 and Exeter #2 Fire Departments, Exeter, RI: *Fire Marshal*

2009 – Present: Brown University, Providence, RI: *Fire Safety Specialist*

2000 – Present: R.I. Fire Academy, Providence, RI: *part-time Instructor/coordinator of various programs*

1989 – 2009: East Greenwich Fire District, East Greenwich, RI 02818

*Fire Marshal – 1996 to 2010*

*Administrative Assistant – 1989 to 1996, Volunteer Firefighter 1989 – 1991*

**SUSAN L. HAWKSLEY RESUME, CONTINUED..... PAGE 2**

1990 – 1996: South Kingstown Police Department, Wakefield, RI 02879  
*Public Safety Dispatcher, part time (Police, Fire & E.M.S.)*  
1990 – 1990: Warwick Police Department, Warwick, RI 02886  
*Police Dispatcher, 3<sup>rd</sup> shift (9 months)*  
1985 – 1989: Hudson Fire Department, Hudson, NH 03051  
*Dispatcher/Clerk and Volunteer Firefighter*  
1983 – 1985: R.I.S.E. Institute of Electronics, Nashua, NH 03060  
*Administrative Assistant/Bookkeeper/Financial Aid Counselor*  
1973 – 1983: South Kingstown Police Department, Wakefield, RI 02879  
*Clerk/Typist I/Police Matron 1981 – 1983*  
*File Clerk/Dispatcher 1977 – 1981      Police Cadet, summers 1973 – 1977*

**FIELD SPECIFIC EDUCATION**

April 2008: certified NIMS 400 level (Federal National Incident Management System, by RIEMA)  
January 2008: certified NIMS 300 level (Federal National Incident Management System, by RIEMA)  
January 2008: National Fire Protection Association (NFPA 1031) certified *Fire Plan Reviewer*  
June 2006: Nat. Fire Prot. Assoc. (NFPA 1031) *Fire Inspector I* (Re-certified through 6/2015)  
National Fire Academy (ALL 80 HOUR COURSES)  
    National Fire Reporting System Program Management 1/18/02  
    Fire/Arson Investigation 8/31/00  
    Plans Review for Fire Inspector 8/6/99  
    Fire Inspections: Systems and Structures 6/26/98  
    Fire Inspection Principles 1/17/97  
Other Agency Training:  
    State of Rhode Island Fire Academy - Firefighter II 3/22/98  
    State of Connecticut Fire Academy - Fire Service Instructor I (NFPA 1041) 3/5/00  
New York State Fire Academy  
    Fire Service Photography 2/23/97  
    Basic Electrical Investigation 1/27/97  
    Fire/Arson Investigation (80 hrs.) 1/13/97  
    Fire Behavior and Principles of Fire Investigation 12/13/96  
State of New Hampshire Fire Academy  
    Firefighter I and Career level F.F. (N.F.P.A. 1001) 1/24/87

**PROFESSIONAL MEMBERSHIPS**

New England Association of Fire Marshals, President 2005 - 2008  
Rhode Island Association of Fire Marshals, Secretary, past Executive Board & past Vice President  
International Association of Arson Investigators, Rhode Island Chapter member  
Fire Communications Officers Association of Rhode Island, member

**ACCREDITATIONS**

N.F.P.A. 1031, Certified Fire Inspector I and Fire Plan Reviewer 2006, re-certified 2009 & 2012  
Instructor – R.I. Fire Academy since 5/2000 – NFPA 1001, 1031, 1041 programs  
Certified Fire Investigator since 3/6/98 (Nat. Assoc. of Fire Investigators) re-certified 8/08  
Certified Fire Investigation Instructor (Nat. Assoc. of Fire Investigations) 3/2003  
State of New York Certified Fire Investigator I 6/30/98

**RECOMMENDATIONS**

Professional and personal recommendations available, written, or verbal, upon request

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